

Town of Ellington Planning & Zoning Commission Application

Application #
Date Received

Application must comply with all required elements of the Ellington Land Use Regulations

Type of Application: ☐ Change of Zone ☐ Amendment to Regulations
☐ Site Plan Approval ☐ Special Permit ☐ Earth Excavation ☐ Modification

Applicant's Information

Petitioner's
Name: _____

Mailing Address:

Telephone: _____

All notices will be mailed to the **applicant** unless otherwise requested.

Owner (if different than applicant)

Owner's
Name: _____

Mailing Address: _____

Telephone: _____

Owner's written consent to the filing of the application:
 _____ Date _____

Property Description:

Street Address _____

Assessor's Parcel Number: APN _____ - _____ - _____ Zone: _____ Present: _____ Proposed: _____

Public Water: ☐ Yes ☐ No Public Sewer: ☐ Yes ☐ No If No, you are required to make application to the North Central District Health Department (Enfield Office). Include copy of the plan.

Is parcel within 500' to any municipal boundary? ☐ Yes ☐ No

Are there any wetlands/watercourses within 100' of site (or within 250' of Shenipsit Lake Drainage Basin)? ☐ Yes ☐ No

If yes, you are required to make application to the Ellington Inland Wetland Agency.

Is proposed project located within a public water supply watershed area? ☐ Yes ☐ No If yes, you are required to notify the Connecticut Water Company by certified mail, return receipt requested with 7 days of this application. Include CT Water Company notification form and copy of the plan.

Description of Request:

Statement of Accuracy and Permission: I hereby certify that all information submitted with this application is true and accurate to the best of my knowledge. The applicant understands that this application is to be considered complete only when all information and documents required by the Commission have been submitted. The applicant grants permission for the members of the Planning and Zoning Commission and their designated agents to inspect the property, which is the subject of this application.

 Date Printed Name of Petitioner Signature of Petitioner

INSTRUCTION FOR APPLICATION: Ellington Planning & Zoning Commission

1. Submit to the Planning Department, Town Hall, 57 Main Street, Ellington, CT 06029, **24 Hours** prior to the posted meeting date. A list of scheduled meeting dates is maintained in the Planning Department and the Town Clerk's Office.
 2. All items must be answered and attachments must be submitted or the application will be considered incomplete and returned.
 3. One copy of the application and twelve (12) copies of site plan must be filed.
 4. The application must be typewritten or printed clearly in ink.
 5. **The applicant (and owner, if different) must sign the application.**
 6. *An application fee (PLEASE SEE FEE SCHEDULE) plus the State mandated surcharge applicable at the time of submission shall be submitted with the application.*
 7. A Class A-2 Survey Map of the subject property must be submitted with this application and shall include the following:
 - Street Lines(s)
 - Property lines (including lengths and directions)
 - Easement lines(including type, owner and width)
 - Current building lines(front, side, rear)
 - Current zone designation
 - Land Area (in square feet)
 - Assessor's Parcel Number
 - Zone Boundary lines and appropriate distances from subject property to same
 - Existing buildings and structures on site
 - Distances from the subject property to buildings, etc., on adjacent properties
 - North arrow
 - Adequate title block to properly identify the subject property
 - Other information needed to properly establish the physical characteristics of the property in question as deemed appropriate by the Planning & Zoning Commission and/or Town Staff.
- The requirement for an A-2 Survey may be waived by the Planning & zoning Commission at their discretion. The Planning & Zoning reserves the right to request an A-2 Survey if they feel it is necessary.
8. The legal description of the property to include the Assessor's Parcel Number must be submitted with the application. This may be obtained from the Town Clerk or Assessor.
 9. The applicant, or his knowledgeable representative, must be present for the Public Hearing. Written notice of the time, date and place of the hearing will be mailed to the applicant.
 10. Notice shall be sent by the applicant to all properties within 100' in all directions, by US Postal Office Certificate of Mailing. The Planning Department will provide the applicant with a copy of the legal notice to be enclosed with the mailing. Receipts shall be delivered to the Planning Department, no later than the Wednesday prior to the scheduled public hearing. ***A list of the adjoining property owner's names and mailing addresses shall be submitted with the application.*** The Assessor can assist the applicant during normal working hours in compiling the names and addresses of adjoining property owners. Telephone requests for this information cannot be processed.
 11. Inquiries regarding this application may be directed to the Planning Department at 860/ 870-3120.